

## REPORTS INVENTORY

CONTROL NO.

5RB 930D

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

930 D ACT NOT ON PERS FILE

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

P

6. DISTRIBUTION (No. of components not  
number of copies)

2

7. FORMAT (memorandum, form  
computer print-out, etc)

CPD

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

H-07

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

DCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21		.43		1.81		26		47.06

## B. COSTS OF COMPUTER PRODUCED REPORTS

					.36		26		9.36
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TOTAL COSTS PER YEAR

\$ 56.42

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

## 14. FUTURE GOALS

14a. ACTION PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

☐

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

14b. DATE OF INVENTORY

2 NOV 1970

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